

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INVENTORY AND STORE SPECIALIST IV –
Commissary Warehouse

SALARY GROUP: A16

DEPARTMENT: Commissary and Trust Fund

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Eric R. Johnston DATE: 5/01/2015

POSITION #: 031204

I. JOB SUMMARY

Performs advanced inventory and retail sales work. Work involves overseeing store and warehouse operations; displaying and selling merchandise; ensuring compliance with established security requirements, loss prevention controls, and procedures; and assigning and supervising the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees and provides assistance in the commissary warehouse inventory control operations; develops and implements inventory control operations guidelines, policies, and procedures; and recommends improvements to ensure an efficient system of property management and control.
 - B. Reviews and approves requisitioning of goods and products to replenish inventory; oversees and coordinates the purchasing process to implement new and test products; researches and prepares product specifications; and oversees and assists with documentation of the disposal of salvage products.
 - C. Prepares and reviews inventory control and procurement card records and reports and reconciles discrepancies; and reviews and maintains manual and automated inventory, requisition, stock control, and accounting records, files, and other documents.
 - D. Maintains liaison with agency staff, other agencies, and vendors; and coordinates and resolves vendor deliveries issues.
 - E. Assigns and supervises the work of employees and offenders.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) . Major course work in Accounting, Business Administration, Criminal Justice, Finance, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning accounting, inventory management, public administration, program administration, or warehouse operations experience.
3. Two years full-time, wage-earning experience in the supervision of employees or offenders.
4. Purchasing experience preferred.

B. Knowledge and Skills

1. Knowledge of warehouse operations and inventory management practices and procedures.
2. Knowledge of automated purchasing and accounting systems and procedures.
3. Knowledge of inventory and stock control record keeping methods and procedures.
4. Knowledge of state laws, rules, regulations, and statutes governing state purchasing and distribution preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill to review technical data and prepare technical reports.

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11. Skill to prepare and maintain accurate records, files, and reports.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill to assign and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.